CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES
P.O. Box 419064, Rancho Cordova, CA 95741-9064

May 10, 2007

Reason for this Transmittal
[ ] State Law or Regulation Change
[ ] Federal Law or Regulation Change
[ ] Court Order or Settlement Change
[ ] Clarification requested by One or More Counties
[X] Initiated by DCSS

ERRATA

CSSIN LETTER: 07-03

ALL IV-D DIRECTORS
ALL COUNTY ADMINISTRATIVE OFFICERS
ALL BOARDS OF SUPERVISORS

SUBJECT: CSSIN LETTER 07-03 ERRATA

The purpose of this letter is to amend the information provided in CSSIN 07-03, dated March 14, 2007.

CSSIN 07-03 instructed Local Child Support Agencies on how to user-generate presumed income Summons and Complaints/Proposed Judgments (S&C/PJ) until the Guideline Calculator reference table could be updated with the new minimum wage that was effective January 1, 2007. The Change Request for the minimum wage update will not be implemented until September 2007. Please note that the instruction provided in CSSIN 07-03 is to be replaced as follows:

~~Until the update is implemented, local child support agency staff will be required to calculate presumed income as follows: at the "Monthly Income Detail" screen, do NOT choose the Presumed Income check box. Instead, in the "Earned Income Frequency" drop down box, choose "Hourly Wage." Then enter $7.50 in the "Earned Income Amount" field and enter 40 in the "Hours/Week" field. The GC will then calculate the correct amount of monthly income when "OK" is clicked at the bottom of the screen.~~

This new direction is required because generating presumed income S&C/PJs as a result of manual calculation of the minimum wage monthly income in the Guideline Calculator currently results in incorrect reporting to the CS 1257. The Guideline Calculator uses two separate reference tables to pull data to populate S&C/PJs. One reference table is used when the system automatically generates the S&C/PJ and that reference table has been updated to reflect the current minimum wage effective January 1, 2007. The other reference table is used when a S&C/PJ is generated by using a Guideline Calculation. That reference table will not be updated until September 2007.

To remedy this situation until September 2007, the new instructions are as follows:

When an obligor's income or income history is unknown, Local Child Support Agencies (LCSA) shall NOT create a court caption, a guideline calculation for presumed income, or manually generate S&C/PJs. Instead, they shall wait until day 21 after case initiation and allow CSE to automatically generate a presumed income S&C/PJ. LCSAs should verify that the "Presumed Income" checkbox is populated on the "Support Order Detail" page for the auto-generated Proposed Judgment.

If you have any questions or concerns regarding this matter, please contact Cindi Pocoroba at (916) 464-5883.

Sincerely,

/os/ by DEBRA SANCHEZ for

BILL OTTERBECK
Acting Deputy Director
Child Support Services Division